

We currently have two openings for Project Engineer

Puyallup, WA & Sequim, WA offices

The Project Engineer (PE) provides a variety of project specific administrative expertise, analysis and support to both the Project Manager and Site Supervision team which requires strong organizational, investigative, intrapersonal and communicative skills. Equally important the PE illustrates a strong foundation of construction management subject matter expertise and understands escalation paths and their role within one. This role must have proven experience in supporting administrative project start-up duties, continuous construction site safety derived by project situational awareness, and an aptitude for process ownership in the areas of Requests For Information (RFIs), Submittals, Change Control, Erosion Control, Close-out Documentation and must demonstrate a visible desire to learn and adapt in other knowledge areas as called upon in a project team environment. This position plays a key role in the project team's ability

to deliver value by leveraging and consulting appropriate resources (People, Process and Technology) which collectively lends itself to personal growth and as well as both project and organizational success.

Key Responsibilities or Essential Functions to be Effective in the Project Engineer Role

Safety First

- Ensure Project Safety Manual is up to date with Project Specific forms
- Attend safety meetings, record minutes, assist with Orientation(s) and collect project site safety documentation
- Ensure first-aid kit and safety supplies are stocked and signage is posted as applicable
- Report or elevate safety concerns and/or issues to Superintendent during routine job site walks

Project Start-Up Support & General On-Going Duties

- Create, maintain, distribute project stakeholder (contact) list for project team
- Prepare and maintain timely various project tracking logs which serve as critical resource tools for project team
- Communicate using preferred methods of communication for stakeholder recipients
- Utilize Procore Construction Management software
- Create and maintain electronic plan set ensure synchronization with manual paper set
- Coordinate collection and sharing of project documents

- Demonstrate project specific situational awareness via active participation in meetings and job site walks
- Perform & maintain timely various record keeping duties
- Confirm project documents are complete

General Construction Subject Matter Knowledge

- Procore Construction Management software
- Subcontractor Scopes, to understand who is doing what
- Building Systems, to pro-actively identify systemic conflicts as well as impact to subcontractor work
- Plans and Specifications, to identify and communicate conflicts, potential substitutions, RFI(s) and changes
- Construction Practices and Sequencing, to prioritize document collection and identify conflicts
- Project Schedule, to properly prioritize document/event processing (i.e. RFI, Submittal, Long lead items, Log Maintenance, etc.)
- Contractual responsibility and relationships with owner/architect based on contract type (i.e. GC, GCCM, Negotiated, Design-Build, etc).
- Client's long-term facility operational needs, to identify or anticipate challenges
- Erosion Control Process, SWPPP and CESCL

Education Requirements and Certifications

- Bachelor's degree (Construction Management, Engineering or other degree with equivalent work experience Preferred)
- First Aid / CPR Certification, CESL Certification (Preferred), LEED Certification (Optional)
- Experience with Procore Construction Management software preferred

Years of Experience

- Two (2) to Five (5) years in Commercial Construction Industry AND/OR minimum of (1) year as Project Engineer or equivalent role or Construction Management degree

Salary

- DOE

To apply – please email your resume to Angela Bankhead – angelab@neeleycorp.com